

MINUTES

Palm Beach Community College  
**ACADEMIC MANAGEMENT COUNCIL**

Friday – March 6, 2009  
Smith Conference Room AD207  
10:00 A. M.

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**Attendance:**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Silvio Arango-Jaramilo | <input type="checkbox"/> Scott MacLachlan            | <input checked="" type="checkbox"/> George Rogers               |
| <input checked="" type="checkbox"/> Roy Boulware           | <input type="checkbox"/> Rick Madson                 | <input checked="" type="checkbox"/> Barbara Scheffer            |
| <input checked="" type="checkbox"/> Patty Braga            | <input checked="" type="checkbox"/> Idell McLaughlin | <input checked="" type="checkbox"/> Vicki Shaver                |
| <input checked="" type="checkbox"/> Colleen Courtney       | <input checked="" type="checkbox"/> Jessica Miles    | <input checked="" type="checkbox"/> Nancy Weissman              |
| <input checked="" type="checkbox"/> Leonie Escoffery       | <input checked="" type="checkbox"/> Rene' Milici     | <input checked="" type="checkbox"/> Edward Willey, <i>Chair</i> |
| <input type="checkbox"/> Samuel Freas                      | <input type="checkbox"/> Frank Mossadeghi            | <input checked="" type="checkbox"/> Teresa Woolfe               |
| <input checked="" type="checkbox"/> Alessandra Gieffers    | <input checked="" type="checkbox"/> Glenn Pate       |   |
| <input checked="" type="checkbox"/> Rob Gingras            | <input checked="" type="checkbox"/> Carrie Pasquale  |   |
| <input checked="" type="checkbox"/> Libby Handel           | <input checked="" type="checkbox"/> David Pena       |   |

**ITEM 1. Budget Review**

Dean Willey reviewed the budget process. The 2008-09 remaining budgets were discussed. Dean Willey recognized that some disciplines that have disposable “stuff” for student use like art and science labs and have run out of money due to the increase in enrollment. These departments should assess what will be needed to carry them through the summer. We really don’t have a lot in other program budgets or contingency funds to pull from but we will determine the needs together. Students / labs will be a priority. Another priority will be to equipping spaces for the LLRC and vacated spaced in the BioScience Complex once the library transitions to their renovated space along with the classroom in AA currently occupied by the Instructional Support Center.

We were fortunate to have additional Perkins funds of approximately 110,000 which were not expected but we were able to use these funds to purchase capital items for A.S. programs specifically for student use. Those items had to be on the approved capital outlay list as is our process and meet the definition of Perkins.

2009-10 capital should include all anticipated needs for the next fiscal year. Remember if it isn’t listed it will not be able to be purchased. Next year as you know is not projected to be favorable. Our budgets consist of the vast majority from state allocation, student fees, and then any fund balance that rolls over (600 GL’s / operating funds). Be sure to adhere to purchasing deadlines.

Overall 2009-10 operating budgets were requested to be reduced by 5%. We have a new program that did not have a budget last year which we hope will be looked at separately.

**Action:** n/a

**Data Source:** n/a

## **ITEM 2. Legislative Update**

Dean Willey shared the legislative issues as presented by Erin McColskey's office which captures the issues very well. Some of the concerns addressed that may have a greater impact are the delay in hiring for critical positions and the Benjamin Matching funds (for programs) which were not funded in 2008. In many cases this would have enable donors to in effect double or at least increase their contribution significantly by this matching funds program. This would include scholarships and support for many A.S. programs. A Tuition increase is also being reviewed.

Dean Willey highlighted some of the grants that directly benefit our students as related in the *PBCC District Board of Trustees Agenda Transmittal Sheet* for the acceptance of Grants Awarded between August 2008 and January 2009. The Scholarship: Science Technology Engineering, Math (S-STEM) grant relates to Honors College and our Math and Science Institute. Horticulture Support Program develops curriculum enhancement textbook on indigenous plant species. The Jupiter Biotech Economic Development grant is for Biotechnology development program for area small business which Dr. Handel serves on the board.

Dr. Handel shared that we received the 1<sup>st</sup> national science grant that has been awarded to PBCC. The grant (*Entrepreneurial Research Program*) is housed here with Dr. Christine Jones who has her PhD from Cornell a food and nutrition biochemist. It partners with ACAM Laboratories, LLC, <http://www.acamlabs.com/> where students benefit from experience in Nano technology. Six clients now setup labs. As part of the grant three noncredit courses had to be delivered. 1) How to Create a Biotech Industry; 2) Teaching a Course in Nano Technology; 3) Mad Bad and Dangerous to Eat. These are all applied scientific programs.

**Action:** n/a

**Data Source:** *PBCC 2009 Legislative Issues* document and *PBCC District Board of Trustees Agenda Transmittal Sheet* from February 17, 2009

## **ITEM 3. Summer / Fall Schedule Review**

Dean Willey shared the enrollment statistics which reflected a drastic increase for this campus by 18.2% from last year in our FTE. District wide the college serves 29,804 students which is up nearly 7% over Fall 2007. Total FTE for the college rose more than 9% fall-to-fall. In the past 10 years, PBCC's fall FTE has risen 68%. There is an increase of students taking a full load of classes which really boosts our FTE.

There was discussion for summer and fall offerings and Dean Willey would like to review some of the math and science offerings. There is every indication our enrollment will increase. We want to be sure we are managing the schedule well. The 2-3 year schedule plans are progressing. There was discussion on Distance Learning. We would like to invite Sidney Beitler, Distance Learning Manager for a review at a future meeting.

Dean Willey commented that we are pretty good at classroom utilization and we should make every effort to continue at improving usage for optimal enrollment of the space. As department chairs you help in that management process. Our campus numbers may be a

little skewed due to course / program offerings AA verses AS program which have different variables for labs etc. Registration for summer starts in April and Dean Willey wants to verify the lecture / lab seats available for student registration.

**Action:** n/a

**Data Source:** Handouts – *PBCC Registration Comparison, end of term, Fall 2008 (2/13/09) Compared with end of term, Fall 2007 (2/17/08)* report and *PBCC Registration Comparison Summary* report.

#### **ITEM 4. Sections Review**

Dean Willey reviewed the sections report with the group. According to the figures the college as a whole is up 19,925 seats which are up 593 sections from last year.

**Action:** n/a

**Data Source:** Handout – *PBCC Credit Classes with enrollment/Cancelled* report

#### **ITEM 5. Faculty / Staff Screening Committee**

Dean Willey shared that the two new full-time faculty positions are funded.  
SLC Manager – 42 apps with 15 for telephone interviews on March 20  
Computer Science – 31 apps with 8 phone interviews also on March 20  
Anatomy & Physiology – 23 apps with 10 interviews anticipated for March 20  
Nutrition – Committee conducting phone interviews today.

**Action:** n/a

**Data Source:** n/a

#### **ITEM 6. Radiography Accreditation / JRCERT**

Dr. Shaver shared that the Radiography Program went through a grueling site visit with JRCERT [Joint Review Committee on Education in Radiologic Technology](#) where they really put us through our paces back in September and as a result of their findings we were awarded the maximum of a full eight years of accreditation. Dean Willey commended the program and community partners (who hire our grads) for being extremely prepared. Dr. Shaver also shared that of the 29 out of 30 grads who have taken their boards all passed. (*The last grad has not taken the board prior to this meeting*).

**Action:** n/a

**Data Source:** n/a

## ITEM 7.

## OTHER

- **Advising Center** – The Advising Center has moved to an appointment only system in advising students. Some faculty would like to have some dialog about this change and the impact on students.
- **Chili Cook Off** – Much thanks goes to Professor Patty Braga for coordinating this event which was a great success. Winners will be announced later today for the categories of 1<sup>st</sup> place for People’s Choice; 2<sup>nd</sup> place for People’s Choice; Hotter than H\_ \_ \_ Award; and Most Unique Award.
- **LLRC** – Drywall and framing are approximately 99% complete on the second floor. They are hoping for a summer move in but not willing to commit to a date.
- **Math & Science Summer Institute** – The college will be running the second year the Math & Science Summer Institute **June 9 – August 4**. Brochures have been sent to all public and private high schools in Palm Beach County. Approximately 3,500 letters and brochures were mailed directly to high school and PBCC students.
- **Provost Search** – The search committee are progressing.
- **Art Show** – The current show *The Dinner Party Invitational Food for Thought* with local artist who create platters contribute a percentage of their sales in support of scholarships for Art Students at PBCC. This show will finish up on March 27. <http://www.pbcc.edu/x16296.xml>
- **March 26** – Holocaust Remembrance “The Shoah” / EME Theatre 9:30 – 3:30PM [www.pbcc.edu/Holocaust.xml](http://www.pbcc.edu/Holocaust.xml)
- **April 1** - Possibility of name change for our institution. Discussion with Dr. Grace Truman / EME Smith Conference Room 1:30-3:30PM
- **April 4** – Dream It Do It Club – Guest Speaker Dr. Patti Anderson, VP Student Services. “Potluck” meal, Coffee and drinks will be provided. BioSci Complex SC127 10-12:30PM. [masb@pbcc.edu](mailto:masb@pbcc.edu)
- **April 8** – Student Forum with Dr. Gallon; Meldon Lec Hall / 2:30-3:30PM. Faculty members are encouraged to bring their class.
- **April 14** – District Board of Trustees meeting / EME Meldon Lec Hall 6:00PM.
- **April 14 - May 8** – 23<sup>rd</sup> Annual Student Art Show. Juror: Artist, Ed Hill
- **May 1** – Student Awards Ceremony; SC127 12:00PM Luncheon. Students chose to have an afternoon luncheon for this year’s ceremony. We will give it a try and assess the outcome. Please encourage participation as this is for the students.

Submitted by:

Teresa D. Woolfe, Scribe  
C: Academic Management Council  
Academic Support Team  
Dr. Sharon Sass, VPAA

tdw

File: amc minutes Mar 2009

Disk: Academic Management Council